



## Accessory Dwelling Unit Submittal Requirements Checklist

PLANNING SERVICES DIVISION

### **Overview**

Planning staff will review plans for an accessory dwelling unit to determine compliance with applicable zoning code requirements concurrently with the Building Division's plan check review process. This checklist provides an overview of the **Planning Services Division's** submittal requirements, in addition to the Building Division's plan submittal requirements, for a new Accessory Dwelling Unit (ADU) / Accessory Dwelling Unit – Junior (J-ADU) in compliance with Anaheim Municipal Code (AMC) [18.38.015](#). The Building Division's plan submittal requirements can be accessed by clicking [here](#) or at this website: [www.anaheim.net/building](http://www.anaheim.net/building). Note, the recently adopted California Building Code now requires solar photovoltaic as part of any new stand-alone ADU construction.

### ***Due at Time of Building Plan Check Submittal:***

- 1. **NEW ADDRESS REQUEST FORM:** The address assigned to the ADU should be printed on the plans at the time of submittal. Complete this step before arriving for your in-person plan submittal to avoid any time delays. To begin, email a site plan showing the location of the ADU and the completed "New Address Request Application" to [BusinessAssistance@anaheim.net](mailto:BusinessAssistance@anaheim.net). You will be contacted via phone in order to process payment. If submitting in-person, please arrive by 11:00 am to allow for processing time.
- 2. **SEWER DEFICIENCY VERIFICATION:** Provide a copy of written verification from the Public Works Department verifying that there is sewer capacity to add an ADU to the property. This written verification may be obtained by submitting an email request to the Public Works Department: [PWPermits@anaheim.net](mailto:PWPermits@anaheim.net). Please allow up to four days to receive a reply to your email inquiry.

### ***Before Issuance of Building Permit for Accessory Dwelling Unit-Junior (Preparation and Recordation of Covenant):***

Planning staff will also ensure that the proposed J-ADU is in compliance with AMC [18.38.015.110](#) which requires the recordation of a covenant. The covenant for the J-ADU must be recorded with the Orange County Recorder prior to the issuance of a building permit. The following tables shows when a covenant is required, per AMC and California Government Code [65852.2](#) and [65852.22](#):

<b>Covenant Required to Reflect the Following Provisions</b>	<b>J-ADU</b>
Unit shall not be sold or owned separately from the main dwelling and the parcel upon which the unit is located and shall not be subdivided in any manner that would authorize such sale or ownership.	Yes
Requiring owner occupancy within one of the two dwellings in a (covenant) form satisfactory to City Attorney's Office.	Yes
Restriction shall be binding upon any successor in ownership of the property.	Yes

The City has a standard covenant form which streamlines the covenant review process. The covenant will be prepared in coordination with your assigned project Planner.

- 3. **TITLE REPORT:** Must have been prepared within the last 12 months of submittal date. Email an electronic copy to your assigned Planner as soon as possible.
- 4. **GRANT DEED:** Provide an electronic copy to the assigned Planner as soon as possible.