



COMMUNITY DEVELOPMENT DEPARTMENT

1414 Mission Street

South Pasadena, CA 91030

(626) 403-7220

AskPlanning@southpasadenaca.gov

ACCESSORY DWELLING UNIT (ADU)

APPLICATION FORM

Use for Non-Historic Properties or for ADUs on Historic Properties that will NOT be Visible from the Street

Case No: _____ - ADU Business License Current <input type="checkbox"/> Office Use Only

ATTENTION ALL ARCHITECTS, DESIGNERS, AND DESIGN PROFESSIONALS:

Per the South Pasadena Municipal Code Chapter 18, any person who transacts or carries on any business, trade, profession, calling or occupation in the City (regardless of the city in which your office is located), whether or not for profit or livelihood, must first obtain a license from the City. Failure to apply for a business license prior to beginning work may result in late fees. Business license applications are available at the Finance Department. Please note that Planning applications will not be processed until a business license is obtained.

SECTION A: Project/Applicant Information

Project Address: _____

Property Type: Single-Family Multi-Family

ADU Type: Attached Detached JADU

Check here if ADU is a conversion of existing space or structure (no addition).

Does project propose demolition of an existing structure Yes No

If Yes, year of construction of building proposed for demolition: _____

Assessor Parcel No.: _____ **Zoning District:** _____

Historic Status: Designated Landmark/Historic District Listed on Inventory of Historic Resources
 No historic status

Historic Property: Confirm that ADU is not visible from street: _____

Brief Project Description: _____

Owner/Applicant Name: _____

Address: _____

Phone: _____ **E-mail:** _____

Applicant's Representative (if different): _____

Address: _____

Phone (Business): _____ **Cell/Mobile:** _____

E-mail: _____

Note in regard to concurrent applications:

If the ADU is included in a larger proposed project that includes an addition to the existing primary dwelling unit or multi-family development, or a new primary dwelling unit(s), the ADU application will be processed as follows (SPMC 36.350.200.C.1):

- a. **New construction of primary dwelling unit, with attached ADU/JADU or detached ADUs:** Approval of all applicable discretionary entitlements for the primary dwelling shall be required before the ADU/JADU application may be deemed complete and approved.
- b. **Conversions of existing accessory structures:** The ADU application for conversion of a detached accessory structure may be approved within 60 days after it has been deemed complete, regardless of a concurrent application for an addition to the primary dwelling. If the conversion is a garage that removes existing parking, replacement parking for the primary structure shall not be required, and the proposed addition to the primary dwelling shall not require additional parking.
- c. **Additions to existing primary dwelling unit with proposed attached ADU/JADU:** Approval of all applicable discretionary entitlements for the primary dwelling shall be required before the attached ADU/JADU application may be deemed complete and approved, unless the ADU application is for a conversion.
- d. **Additions to existing primary dwelling unit with proposed detached ADU:** The ADU application for a new construction detached ADU, or a conversion plus expansion of a detached accessory structure, shall be approved within 60 days after it has been deemed complete. If the application for an addition to the primary dwelling unit is deemed complete together with the ADU application, 800 SF of the ADU shall be allowed to exceed the FAR and lot coverage in calculating the allowable floor area for the addition to the primary dwelling unit. If the ADU application includes a garage conversion that removes existing parking, replacement parking for the primary structure shall not be required, and the proposed addition to the primary dwelling shall not require additional parking.

SECTION B: Fees

FILING FEES:

Payment of all filing fees is required to deem complete and process the application. The City does not charge a processing fee for ADUs but does collect a Planning Inspection fee along with a 10% Technology Surcharge to support the City's system upgrade. All fees are updated annually by approval of the City Council. Current fees are posted on the [Finance Department web page](#) or may be obtained from Planning Staff.

If construction of the ADU includes demolition of an accessory structure that is more than 45 years old, staff will review to determine whether the structure may need further evaluation as a potential historic resource. A fee deposit may be required if staff determines, following initial review of historic records, that further expert research is required to evaluate the structure's historic value. In these cases, Planning staff will request a proposal and associated fee from qualified Architectural Historian consultants. Once an Architectural Historian consultant is chosen, the applicant shall be required to provide a deposit to cover the City's costs to conduct the HRE.

SECTION C: Area Calculation (For Multi-Family, copy page and complete for each unit)

LOT COVERAGE (Also include this table on the plan cover sheet)

Lot Coverage	Existing Sq. Ft.	Additional Sq. Ft.	Proposed Total (Existing to remain + new)
1. 1 st floor of primary structure (footprint – including attached garage and attached structures, such as porches, decks)			
2. Detached accessory structures, (incl. detached garage, buildings, covered gazebos, etc.)			
3. Total square footage (add 1 through 3)			
4. Lot size			
5. Total lot coverage (divide item 4 by item 5)			

FLOOR AREA RATIO (FAR) (Also include this table on the plan cover sheet)

Floor Area Ratio (FAR)	Existing Sq. Ft.	Additional Sq. Ft.	Proposed Total (Existing to remain + new)
1. 1 st floor (excluding garage up to 500 sq. ft.)			
2. 2 nd floor			
3. 3 rd floor			
4. Area of livable space in basement			
5. Total square footage (add 1 through 4)			
6. Lot Size			
7. Total FAR (divide item 5 by item 6)			

SECTION D: Height Calculations

Height	Existing Height # stories / feet	Proposed Height # stories / feet
Complete as applicable to project.		
A. Detached ADU		
B. Attached ADU (new construction proposed)		
C. Conversion ADU (within existing structure)		

SECTION E: Parking

Is this property within 1/2 mile of bus stop or light rail station?

Yes (location of stop/station): _____)

No

Does the proposal involve loss of garage parking?

Yes (# of spaces removed _____ # of spaces remaining _____)

No

How many on-site parking spaces will be provided after project completion?

Number: _____

Location: _____

SECTION F: Two-story ADUs

Complete this section only if the proposed ADU is two stories or located on the second story above an accessory structure/garage to demonstrate compliance with SPMC 36.350.200.G.1.

- 1. Calculate and describe how the proposed ADU complies with the requirement that 30% of the side and rear wall plane above the first floor shall be articulated with minimum 18" recesses. (Also indicate on the elevations.)

- 2. Does the proposed ADU include upper level windows on elevations with a setback less than 6' from a property line shared with adjacent residential parcels?
___ YES ___ NO

If YES, check here to confirm that the proposed windows on the 2nd floor of these elevations are fixed windows, or fixed panes of a window assembly, comprised of plain obscured glass (such as frosted) with no color in the area up to five feet above the interior floor height.

- 3. Are any upper level balconies proposed?
___ YES ___ NO

If YES, check here to confirm that proposed balconies face the interior of the property, i.e., face the primary dwelling and/or the back yard area directly behind the primary dwelling, or, if property is a corner lot, a balcony may face the adjacent street.

SECTION G: Front Yard ADUs

Complete this section only if the proposed ADU is located in front of the primary structure to demonstrate compliance with SPMC 36.350.200.E1 (d) and (e).

1. Does the proposed ADU exceed 16 feet in height and/or 850 square feet (up to one bedroom) or 1000 square feet (two or more bedrooms)?
___YES ___NO

- If YES, check here to acknowledge that the application requires discretionary Design Review Board approval.

2. Please check each box to confirm that the application and plan set:
 - Complies with the applicable front yard setback requirement for the district in which it is located, and with minimum side yard setbacks of four feet.
 - Shows an entry into the unit from the front yard-facing elevation and includes a covered front porch or awning.
 - Includes a landscape plan for the area in front of the ADU in compliance with 36.330.030.
 - Does not include any new driveway or parking area directly in front of the ADU.
 - Has a minimum 20 square feet of window area on each front and corner-facing elevation.
 - Does not include any windows with exposed vinyl material on the front and corner-facing elevations.
 - (If one or more adjacent properties have pitched rooves): Has a pitched roof.
 - (If a garage is attached to the ADU): The attached garage is set back 10' from the front elevation.

SECTION H. Multi-family ADUs

Complete this section only for proposed ADUs on multi-family properties. The maximum number of ADUs allowed is 2 detached ADUs and conversion units equal to 25% of number of existing units on the property. (SPMC 36.350.200.F)

1. Number of existing legal units on property: _____
2. Number of proposed ADUs: Converted Space _____ Detached _____

SECTION I: Design Guidelines

The City Council approved Resolutions 6979 and 6980 on April 23, 2008, which adopted the City of South Pasadena Residential & Commercial Design Guidelines. The Design Guidelines communicate the City's expectations of high quality design. The Guidelines may be found online at:

<https://www.southpasadenaca.gov/government/departments/planning-and-building/design-guidelines>

The City encourages use of adopted Design Guidelines to design your ADU in a compatible style with the primary dwelling unit on the property. Please feel free to consult with Planning staff for assistance.

SECTION J: Applicant Signature

I HEREBY CERTIFY that I am the owner/applicant of the property which is the subject of this application; that this application is full and complete; and I have read and understand the City's Design Guidelines.

Furthermore, I agree to defend, indemnify, and hold harmless the City of South Pasadena and its Council members, Commission members, Board members, agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to contest this application or any portion of it or to attack, set aside, void, or annul any approval of the City, City Council, Planning Commission, Cultural Heritage Commission, Design Review Board or City staff concerning this application, its processing or approval.

Furthermore, I agree to provide advance payment for services to the City of South Pasadena for all reimbursable costs, both direct and indirect, including State-mandated costs, associated with the review and processing of all applications for land use entitlements and/or encroachment or grading permits, and inspections. Payment is acknowledged to be required even if the applicant withdraws the application or the City does not approve the application. Reimbursable costs include, without limitation, all items within the scope of the City's adopted Fee Schedules, as well as the cost incurred by the City for professional, technical, or legal services and any services necessary to perform functions related to review and process of the applications and inspection of the work. Non-payment or untimely payment of any amount owed may result in temporary or permanent cessation of processing of the application or inspection, and may result in the denial of the application, an order requiring cessation of all work, termination of defense of the matter through legal proceedings, and/or the withholding or revoking or permits, plan checks, entitlements, approvals, and/or certificates.

Owner's Name (Applicant) (print)

Signature

Date

Owner's Name (Applicant) (print)

Signature

Date

Applicant's Representative - Name (print)

Signature

Date

Application Materials - CHECKLIST

Please review this checklist and ensure that all sections are complete and all required materials are included in your application submittal. Incomplete applications will not be accepted. To make an appointment to submit the application, visit the City of South Pasadena [Virtual Planning Counter](#).

- Application Form.** Must be signed by the property owner (applicant) and the applicant's representative (if there is a different contact person). *Scan the signed page and include in one .pdf file.*
- Complete Architectural Plans. Provide one (1) full set of digital plans (.pdf format) reduced to 11" x 17" size, including:**
 - **Site Plan.** A site or plot plan drawn at a minimum scale of 1/8" that reflects the proposed project including: areas of Alteration and/or Demolition, property lines, and all recorded or proposed easements and public rights of way. *The site plan shall include all dimensions and show:* the footprint of buildings on the property and on adjacent properties, setbacks and stepbacks, proposed mechanical equipment, landscaped area.
 - **Floor Plan.** Existing and proposed building floor plans and building sections at a scale of a least 1/8". Floor plans shall include all kitchen details (stove, oven, refrigerator, counters, sink) bathroom details, balconies and porches with dimensions.
 - **Elevations.** Existing and proposed exterior elevations at a minimum scale of 1/4" specifying all exterior materials with critical dimensions and existing architectural features clearly indicated. Materials, colors, and finishes clearly indicated on elevation drawings and keyed to a materials and colors board including light reflectance values, a clear indication of the appearance, location and light effects of all exterior lighting fixtures, and two-point perspective rendering showing proposed structures with profile drawings of the adjoining structures from an eye level elevation.
 - **Demolition Plan**
 - **Roof Plan**
 - **Building sections**
 - **Window and Door Schedule.** All doors and windows labeled with symbols that correspond to the labeling on the floor plans and elevations. The door and window schedule is a table containing the following information: existing and new window and door sizes, window and door manufacturer information, exterior finish, fabrication material, operational type, glazing information, divided lite details, and window muntins details where applicable.
 - **NOTE: Staff reserves the right to request a full or half-size set of printed plans if needed for project review.**
- All prerequisite approvals as applicable:**
 - Tree Removal Clearance /Tentative Approval from Public Works
 - Hillside Development approval (Use Hillside Development – ADU application form)
 - Demolition permit approval (from Planning) for structure 45+ years old
- Photographs.** Photographs of the site and its surroundings to document the existing conditions and provide a complete understanding of the property and context of the ADU. This includes photographs of the site and view toward the ADU location from the adjacent street, as well as properties opposite and adjacent to the subject site if ADU will be visible from those properties. The photos shall be combined and uploaded as one document.
- Other Documentation.** Any other documentation as may be needed to demonstrate compliance with zoning code standards (SPMC 36.350.200).

PRE-REQUISITES TO ADU APPLICATION

Prior to submittal of an ADU application, the project must receive all applicable approvals as described in the following sections.

TREES AND PROPOSED TREE REMOVAL

In accordance with South Pasadena Municipal Code, Chapter 34 Trees and Shrubs per City Council Ordinance 1991 & 2126, trees on public and private properties are a protected resource and shall require a tree removal permit prior to any permits issued for building construction. The issuance or denial of the tree removal permit is subject to the Director of the Public Works Department and possible concurrence with the National Resources and Environmental Commission. **A complete ADU application must include an attached clearance or tentative tree removal approval from the Public Works Department.** The application is available on-line at the South Pasadena Public Works website: <https://www.southpasadenaca.gov/government/departments/public-works/administration-engineering/trees/tree-regulations> or contact Leonna Dewitt at ldewitt@southpasadenaca.gov for more information.

PROPOSED DEMOLITION OF A STRUCTURE

In accordance with South Pasadena Municipal Code, Section 2.65(e)(3), *Properties 45 Years and Older*, A Certificate of Appropriateness may be required for demolition of a building or structure that is 45 years or older even if it has not been identified as a Cultural Resource.

APPLICABILITY: Any proposed project submitted to the Planning and Community Development Department that includes the Demolition or removal of a building or structure that was constructed 45 years prior to the date of application for such project shall file a Notice of Intent to Demolish. The determination as to whether a property is a Cultural Resource may require a deposit by the applicant to cover City costs associated with hiring an Architectural Historian consultant; and/or a deposit to cover the costs associated with the preparation of an Initial Study, Environmental Impact Report, Mitigated Negative Declaration or Negative Declaration.

PROCEDURE: The Director and his/her designee shall review the project involving demolition and confirm that the following materials have been provided including: an intensive level Historic Resources Evaluation (HRE) that follows the practices established by the California Office of Historic Preservation shall be prepared for the property; plans for the replacement development project consistent with the standards and requirements of the applicable zoning district; and photo verification that the property has been posted with a notice of intent to demolish. Upon receipt of the complete filing materials, the Director or his/her designee will schedule the demolition application for the next available CHC meeting.

ADDITIONAL INFORMATION:

Total Number of Residential Units to be Demolished: _____

Structure(s) to be Demolished: _____

Date Main Structure Built: _____

Date Appurtenant Structure(s) Built: _____

Planned Replacement Structure(s) & Residential Unit(s): _____

PROVIDE A REASON FOR THE PROPOSED DEMOLITION:

I. Determination by the Cultural Heritage Commission (*Proposed Demolition*)

The Commission will make a determination as to whether the property could potentially meet national, state, or local criteria for designation if the property is not already listed as a Cultural Resource.

1. If the Commission determines, upon review of the filing materials and testimony, that the property is not eligible at the federal, state, or local level, the project involving demolition shall proceed through the City's application process without any further restrictions under this Chapter.
2. If the Commission determines that the property is potentially eligible at the federal, state, or local level, the property shall be added to the Inventory and the provisions of Section 2.65(E), the Procedures for a Certificate of Appropriateness, shall apply to the proposed demolition. If any such resources are potentially affected by a project, the City shall require preparation of the appropriate CEQA documentation.

The Commission may also condition any demolition on Conditions of Approval including:

- Building permits shall first be issued for the replacement project on the current location, prior to the demolition or relocation of a Cultural Resource or Improvement to another location.

HILLSIDE DEVELOPMENT PERMIT

If a Hillside Development Permit is required, complete the Public Works application form specifically designed for ADU applications (Hillside Development – ADU). This application process must be completed and the permit approved prior to submittal of the ADU application.